

(Instructions for use on reverse)

Cardholder Name: Sweetwater County School - _____

Month: _____

NOTE: Due to Accountant by the 5th of the month

Date Ordered	Vendor Name	General Description and Business Purpose	Total Price	Fund	P.O. #	I

Cardholder Certification:
I certify, under penalty of perjury, that this log and the items included therein for payment are correct and just in all respects; the expenditures are for the official business of Sweetwater County School District #1, and all expenditures comply with District policies and procedures.

Reminder:
Keep all receipts. All charges must be supported by signed, itemized orig

Please return this form and all original receipts to the Business Office.

Cardholder Signature Date

Supervisor/ or / Grant Administrator Signature Date

It is required that you use this log to help you track your credit card transactions.
This log must signed by your immediate supervisor and sent to Nancy Hardin each month.

Date Ordered:	The date you placed the order.
Vendor Name:	The vendor with which the order was placed.
General Description and Business Purpose:	A description of item(s) purchased and their business purpose.
Total Price:	The total cost of the order.
Fund:	The District Grant or Fund
P.O. #	The District Purchase Order number
Date Received:	The date the order was received.
Partial/Final:	Was it a partial shipment, or have all items been received? P=Partial F=Final
Receipts and Supporting Documentation:	Make sure you have evidence (proof) of purchase and delivery (vendor order form, order confirmation, sales receipt, cash register receipt, packing slip, etc.) If you do not have it, OBTAIN IT. THIS IS THE CARDHOLDER'S RESPONSIBILITY. It must be available for audit review.
Statement Reconciled:	Check here when you have reconciled your statement. When you have: <ul style="list-style-type: none">• Reviewed the charges on the statement• Matched the charges to your supporting documentation (receipts, etc.)• Retained supporting documentation with Purchase Order.• Signed or initialed and date the statement as evidence of your review.